

DEPARTMENT OF ARCHIVES AND HISTORY

OFFICE OF THE SECRETARY OF STATE APPLICATION FOR RECORDS RETENTION SCHEDULE RECORDS MANAGEMENT DIVISION INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. 1. Agency Address FOR RECORDS MANAGEMENT USE FOR AGENCY USE Department of Human Resources Application Date Application Number Division of Physical Health 7-214 3-30-78 Community Tuberculosis Control Unit Date Received Application Number Date Completed Bldg. 512; Northwest Ga. Regional Hosp. MAR 3 1 1978 DHR 5-8 APR 1 1 1978 Rome, Ga. 30161 2. Person to Contact **Working Title** Telsphone Number Bonnie Green Administrative Aide GIST 231-6169 3. Action Requested 8. A Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. XX Amend Application No. 71-154 162214 215 Check One: Change; S Supercede; Void 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Latest Earliest Tuberculosis Control Client Records (see attached listing) 1968 to date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Physical Health provides direction, coordination and advocacy for multifaceted sublic health program responsive to changing disease patterns. To accomplish this purpose there are three major activities of the Division involved in providing health services to the citizens of Georgia; The Local Health Activity, the Family Health Activity and the Community Health Activity. The Community Tuberculosis Control Unit is one facet of the Community Health Activity whose function is the reduction of the incidence of tuberculosis infection through the treatment of persons who are able to infect others, and through the preventive treatment of noninfectious individuals who become infected. To accomplish these objectives, infected persons must be identified and evaluated and given preventive treatment if indicated; and persons who are suspected of having tuberculosis must be identified, evaluated and monitored to see if there is, in fact, infection or disease present. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: See Attached. included are: File is arranged:

8. Monthly Reference Rate How often are records referred to which are: 2: Seven to twelve months old ______; Thirteen to twenty-four months old _____; One to six months old ___ twenty-five months and older 9. Annual Rate of Accumulation of Records Letter-size drawers _; Legal-size drawers : _: Sheives ___ ..; Other (specify) .

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77-215-A

Tuberculosis Control X-Ray Screening Files

Documents relating to determining if persons screened in an X-ray Clinic are infected or diseased with tuber-culosis.

Included are X-ray films from County X-ray Clinics and private physicians.

Files are arranged within two sections, positive and negative, thereunder by patient identifier.

77-214-A

Tuberculosis Suspect Files
Documents relating to identifying
and locating persons suspected of
being infected with tuberculosis.

Included are Basic TB Service Record (PD 5.3; Interstate Reciprocal Notification of Disease (NCDC- HEW, HSM 4.337); TB Culture Identification; Weekly Laboratory Infectious Agent Report (3082); reference type material including correspondence, physician's memoranda and notes and similar and related information.

Files are arranged within two sections, as thereunder alphabetically by name.

77-162-A

<u>Tuberculosis Contact Files</u>
<u>Documents relating to identifying</u>
contacts to diagnosed cases of infectious tuberculosis.

Included are TB Interviewer's Sheet (DD 5.10); Preventive Treatment Roster and similar and related information.

Negative - Cut off file at the end of the calendar year; hold in current files area 3 years; then destroy.

<u>Positive</u> - Upon declaration the patient is inactive, place X-ray in the inactive file, hold 7 years in current files area then transfer to State Records Center, hold 8 years then destroy.

X-rays to be recycled according to current State guidelines.

Basic TB Service Record

<u>Negative</u> - Upon receipt of negative test results, place document in negative results area, cut off file at the end of each calendar year; hold in current files area 3 years; then destroy.

<u>Positive</u> - Upon receipt of positive test results, place document in positive results area, cut off file at the end of the calendar year, hold in current files area 7 years; then destroy.

Interstate Reciprocal Notification of Disease
Cut off file at the end of the calendar year,
hold in current files area 3 years; then destroy

TB Culture Identification
Positive - Place in TB Case File

<u>Negative</u> - Upon receipt of negative test results place document in negative results area, cut-off file at the end of each calendar year; hold in current files area 3 years; then destroy.

Weekly Laboratory Infectious Agent Report -Destroy when no longer needed for reference.

<u>Tuberculosis Interviewet's Sheet -</u> <u>Destroy when computer report is verified.</u>

Preventive Treatment Roster

Cut-off file at the end of the fiscal year;
hold in current files area 5 years; then
destroy.

77-154-A

Tuberculosis Control Program Management Evaluation Files Documents relating to evaluating program effectiveness with a view to making program improvements. Included are: forms prescribed by United States Department of Health, Education, and Welfare, Public Health Service, Center for Disease Control, Bureau of State Services, Tuberculosis Control Division: CDC 5.62 (Summary Report - Indices of Drug Therapy); CDC 5.61 (Summary Report - Index of Bacteriologic Conversion of Sputum); CDC 5.63 (Summary Report - Completion of Prevention Treatment); CDC 5.4018-5 (Tuberculosis Program Management Report - Contact and Other Infected Persons Under Supervision); CDC 5.4018.1 (Tuberculosis Program Managment Report - Case Register); and CDC 5.1393 (Annual Tuberculosis Statistical Summary). The file is arranged by fiscal year.

Cut-off file at the end of the fiscal year; hold in current files area 5 years; then retire to State Archives for permanent retention.



AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section,	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Human Resources Division of Physical Health	Application Number
5/24/77	Community Tuberculosis Control Unit	77-214
Application Number	Bldg. 512, Northwest Ga. Regional Hosp.	Date Received Date Completed
DHR-143	Rome, Ga. 30161	JUL 1 6 1977 AUG 2 2 1977
2. Person to Contact	Working Title	Telephone Number
Bonnie Green	Administrative Aide	GIST 231-6169
3. Action Requested		
	Schedule; record will continue to accumulate.	
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c. Amend Application 6 4. Dates of Series		
Earliest Latest	5. Records Series Title (followed by title used in office; if dif	merent)
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1967 To date	Tuberculosis Suspect Files	
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7. Record Series Description	This file contains the following documents (include form num	mbers and titles, if any):
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. a	iseased with tuberculosis.	
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a. PD 5.39 - Tuberculos	sis Epidemiologic Report (Rev. 1-75)	
b. HSM 4.337 - Intersta	ate Reciprocal Notification of Disease - Ed	ition Rev. 2-67
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Public Health Service		4
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